

REQUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

123

PAGE
NO.

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1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

STORM DRAIN SECTION

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. NOTIFICATION LETTERS

This file consists of correspondence with reference to Storm Drain Plan approval. There are letters of approval to the builder or contractor; correspondence regarding construction and notification of inspection. There are no duplications. The material is filed by the year for each county, for the years 1949 to date and occupies $1\frac{1}{2}$ cubic feet in the office area. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved Hall of
Records Commission2. GENERAL CORRESPONDENCE

This file consists of correspondence (mostly $8\frac{1}{2}$ " X 11") with the Contractors and Developers. It consists of sketches, information, complaints, etc. The material is filed by districts, alphabetically, for the years 1944 to date, for both counties. The file is referred to often. It occupies $1\frac{1}{2}$ cubic feet in the office area. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved Hall of
Records Commission3. STORM DRAIN REPORTS

This file consists of inter-office correspondence E-50 forms which are used as reports to the Commission. It also consists of sketches and cost estimates. It is retained in this office for reference. The material is filed alphabetically, for the years 1944 to date and occupies $\frac{1}{2}$ cubic feet in the office area. The annual rate of accumulation is $1/2$ cubic foot.

Approved Hall of
Records Commission

7. Agency, Division or Bureau Representative

Paul G. Willis
SignatureSupervisor - Record Survey
TitleDecember 3, 1954
DateSchedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.Jan. 7 - 1955
DateMaurice S. Radloff
Archivist

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
4.	<p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p><u>COMPUTATION FILE</u></p> <p>This file consists of one unnumbered form and three numbered forms E-828; E-809 and E-809A (8½" X 11"). The forms are computation reports on storm drainage. There are no duplications. The material is filed alphabetically by districts for the years 1940 to date and occupies 24 cubic feet in the office area. The annual rate of accumulation is 3 cubic feet.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>Approved Hall of Records Commission</p>